

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: NETWORK SPECIALIST II -
Video Surveillance

SALARY GROUP: B18

DEPARTMENT: Communications

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Leslie Ortego DATE: 11/06/2020

POSITION #: 046093

I. JOB SUMMARY

Performs routine network work. Work involves the implementation, maintenance, and monitoring of local area networks (LAN) and wide area networks (WAN), Internet and intranet systems and network segments. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in establishing policies and procedures for agency video surveillance systems; maintains the network's physical and logical structures, including network connections; assists in maintaining systems hardware and software and applies vendor updates to software; maintains network support software; and maintains the operating system and security software utilized on the network, including the addition of new users to the network and establishment of rights and privileges.
- B. Performs performance tuning and capacity planning activities to enhance the performance of the video surveillance system and network resources; performs routine backup, recovery, assessments, and archival of files stored on the network to assist in recovery efforts; performs installation, troubleshooting, and maintenance of video surveillance systems; and conducts product evaluations of hardware and software, identifying strengths, weaknesses, and potential benefits to the agency.
- C. Prepares and analyzes statistics on video system camera functionality and availability; and prepares and analyzes user support statistics and recommends appropriate measures for problem resolution.
- D. Provides user support and training in the use of available hardware, software, and utilities; and communicates clearly and concisely with other staff, users, management, departments, and agency officials.
- E. Serves as liaison with agency departments and units to support new and existing video surveillance equipment; and provides technical support.

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F. Maintains the network's physical and logical structures, including connections, hardware, software, and software updates; and maintains accurate records of inventory utilization and work orders assigned and completed.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) . Major course work in Computer Science, Management Information Systems, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning experience with the installation of video surveillance, detection systems, computers, servers, communications devices, or office automation software in a LAN/WAN networking environment.
3. Network engineering experience preferred.
4. Project coordination experience preferred.

B. Knowledge and Skills

1. Knowledge of network facilities and data processing techniques and equipment.
2. Knowledge of a variety of computer application programs and their applicability to comprehensive video surveillance system operations.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.

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7. Skill in problem-solving techniques.
8. Skill to recognize, analyze, and resolve network problems.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to handle and work with various types of network cable.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.